

MONTANA BREAST AND CERVICAL HEALTH PROGRAM (MBCHP) ADMINISTRATIVE SITE REVIEW FORM

Administrative Site:

Date of Review:

Persons Attending Review:

Please be prepared to comment on the areas in bold including the bulleted points. Please prepare concise comments.

1. Enroll and maintain a medical service provider network

- Is provider list updated and sent to Montana Medical Billing?
- Are new medical service providers in your area enrolled?
- Are clients provided with a list of providers where they may access screening services?

Comments: _____

2. Provide screening support activities

- Be able to discuss how women are enrolled and how tracking and follow-up of forms occurs.
- How is confidentiality of client information understood and adhered to?
- How do clients receive services in accordance with the Civil Rights Act and the Americans with Disabilities Act?
- How is Informed Consent and Authorization to Disclose Healthcare Information explained and signature obtained?
- Client files at site are kept in locked cabinet.
- Do all client files include the following?
 - Client eligibility
 - Data Collection Forms for each screening cycle
 - Screening and follow-up services
 - Client provider contacts
 - Case Management Forms
- How is the MBCHP Policy and Procedure Manual used for training staff and orienting medical service providers?

Comments: _____

3. Develop and maintain local coalitions and partnerships

- Coalition is established with representation from the private and public sector.
- A list of members and meeting minutes are kept at the administrative site.
- The coalition has identified funding sources for clients who need additional diagnostic tests or treatment service.
- Has the coalition provided representation for the MBCHP advisory council?

Comments: _____

4. Implement a multi-county public and professional education program

- Responsibility for coordination of public information is assigned to one or more individuals.
- Educational materials and public information messages are written at low-literacy levels and in clients' primary language.
- Locally developed outreach messages are approved by the MBCHP.
- MBCHP materials are used and distributed in the multi-county area.

Comments: _____

5. Report to and communicate with MBCHP

- Quarterly reports are submitted timely.
- Data collection Forms are mailed (marked confidential in red) or sent via confidential fax.
- Quarterly invoices are submitted including screenings, case management, and new provider enrollment.

Comments: _____

6. Referral and follow-up

- Administrative site ensures clients are notified of all test results within 10 days.
- A reminder is sent to clients to ensure rescreening.

Comments: _____

7. Data collection and tracking system

- A tickler system is maintained for all clients for tracking and follow-up purposes.
- Data collection forms are reviewed for accuracy and completeness before submitting them to the MBCHP state office.

Comments: _____

8. Quality assurance

- Data are reviewed to ensure that diagnostic services are provided within the time-frames outlined in the MBCHP Policy and Procedure Manual.
- A system in place with medical service providers to ensure adherence to the MBCHP algorithms as outlined in MBCHP Policy and Procedure Manual.

Comments: _____

9. Performance monitoring and reporting

- The administrative site conducts internal reviews and evaluates compliance with the MBCHP standards annually.

Comments: _____
